

OSA 0630-63

31 January 1963

MEMORANDUM FOR: Chief, Materiel Division

THROUGH : Administrative Division

SUBJECT : Office Equipment

1. With the establishment of the Programs Staff, this office is in the throgs of fleshing out the staff and acquiring office supplies. At the moment there is a critical need for an electric typewriter and a four-drawer, three-way combination safe.

2. It is requested that an IBM Executive electric typewriter be provided this office soonest. Since the Programs Staff will be preparing correspondence for higher echelon consideration within as well as without the Agency, it is deemed desirable that an executive print typewriter be procured. In view of the fact that we are without any form of typewriter at the moment, and realizing that there may be a certain amount of paperwork and lead time required to obtain the executive model, it is requested that we be provided with an interim electric typewriter until the executive model can be secured.

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Chief, Programs Staff

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(Signed) 